

Minor Construction, Renovation, Remodeling, and Demolition

POLICY

All minor construction, renovation, remodeling, improvement, and demolition, and furniture requiring connections to the building or building utilities must be approved in advance by Facilities Services and the responsible administrator (dean, director, chair) to ensure:

- Appropriate funding for the project.
- Compatibility of project with existing spaces and utility systems.
- Adherence to WSU policies, standards, and regulations.
- Adherence to applicable local, state, and federal codes and regulations.
- Adherence to civil service and public works laws.

PROJECT MANAGEMENT

The University's Facilities Services management staff oversee all project management aspects of planning, budgeting, design, construction, and management.

Those projects subject to public works law (*RCW* Title 39) must be constructed by contractors licensed in the state of Washington. Facilities Services plans, budgets, designs, coordinates, and manages all public works construction contracts. The staff member assigned to the construction phase is the sole point of contact for the contractors.

Projects not subject to public works law may be constructed by Facilities Services.

PROJECT REQUESTS, FUNDING, ESTIMATES, AND DESIGN

Departments must submit a written request to Facilities Services by e-mail or through the myFacilities website for any type of proposed building alteration, minor construction, renovation, remodeling, improvement (except free-standing furniture), or demolition activity or project.

The myFacilities website is at:

myfacilities.wsu.edu

- Requests should include as much information as possible, such as:
 - A thorough description of the project, including sketches when appropriate or other supporting documentation to assist scope definition.
 - Schedule requirements or preferences.

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PROJECT REQUESTS, FUNDING, ESTIMATES, AND DESIGN (cont.)

- Full account coding with funding in an amount to support the project scope.
- Any budget limitations.
- Approval of the responsible dean, director, or chair.
- Facilities management staff prepare a project proposal including a scope description, a cost estimate, and a time schedule. Facilities management routes the proposal to the department for review and approval prior to proceeding with a project.
- Written approval by the department encumbers funds up to the total project cost estimate, and serves as authorization for Facilities Services staff to expend the funds.
- Facilities Services proceeds with the design and construction of the project and provides the department with regular progress updates throughout the project's lifecycle.

LIMITED SELF-PERFORMED WORK

Facilities Services may approve self-performed work for limited building alterations which are not subject to public works law nor impact code-related issues, e.g., electrical, fire, building. Facilities Services must approve self-performed alterations in advance.

UNAUTHORIZED MODIFICATIONS OF UNIVERSITY FACILITIES

In an effort to discourage unauthorized modifications, the Provost has directed Facilities Services staff, when they encounter such modifications, to:

- Notify the appropriate dean, director, or department chair.
- Make appropriate modifications to the facility to bring it into compliance with University standards and applicable codes.

The occupying department must cover the expense of these corrective actions.

("Unauthorized Modification of University Facilities," Provost memorandum to WSU departments, January 26, 2006.)